

## ASSIGNMENT 4

Textbook Assignment: "Funding and Accounting" (continued), chapter 3, pages 3-14 through 3-20, and "Afloat Reports," chapter 4, pages 4-1 through 4-22.

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- 4-1. For an item above threshold that you have administratively canceled, what entry do you make on the original entry line of the Requisition/OPTAR Log?
1. Line out the original entry and enter the date in the Remarks column
  2. Circle the amount in the Estimated Cost Chargeable column to show the credit
  3. Enter AD CANC and date of the listing in the Remarks column
  4. Enter the credit amount in the appropriate Difference column
- 4-2. All EXCEPT which of the following actions pertaining to items on the Aged Unfilled Order Listing are correct when the Requisition/OPTAR Log shows they were completed more than 60 days before the listing date?
1. Administratively canceling an order for services for which an invoice was never received
  2. Administratively canceling an order for NSA material with an estimated cost above the threshold level
  3. Submitting AD CANC documents only to the fleet accounting office
  4. Omitting notations on the listing for items covered by credit unfilled order documents
- 4-3. The OPTAR holder should receive the Summary Filled Order/Expenditure/Difference Listing (SFOEDL) from the fleet accounting office at what minimum time intervals?
1. Monthly
  2. Quarterly
  3. Semiannually
  4. Annually
- 4-4. What information should be posted to the Requisition/OPTAR Log upon receipt of each SFOEDL?
1. All differences shown on the listing
  2. All differences that exceed \$100
  3. All differences positively shown to be valid
  4. Total expenditures
- 4-5. What transactions are shown on the SFOEDL?
1. All transactions affecting the OPTAR
  2. All OPTAR transactions for which an exact match was not made
  3. Only those O&M transactions with a difference greater than \$100
  4. Only those O&M transactions with a total expended value greater than \$50
- 4-6. What action should you take when a listed difference that reduces the OPTAR balance is in error?
1. Deduct the erroneous difference from the totals to be posted
  2. Return the listing to the fleet accounting activity for correction
  3. Post the difference and prepare a credit unfilled order to correct the error
  4. Post the difference and annotate the listing to report the error

- 4-7. A manual search by the fleet accounting office is required whenever a monetary difference between the SFOEDL and the amount obligated exceeds what minimum amount?
1. \$3,000
  2. \$1,000
  3. \$600
  4. \$500
- 4-8. After completing the review and validation of the SFOEDL, you are required to return the listing to the fleet accounting office at what specific time?
1. Immediately
  2. When your next document is transmitted
  3. On the 10th working day of the following month
  4. On the 5th working day of the following month
- 4-9. All OPTAR transactions for the accounting period are on what listing?
1. Summary Filled Order/Expenditure/Difference Listing
  2. Aged Unfilled Order Listing
  3. Detailed Filled Order/Expenditure/Difference Listing
  4. Unmatched Expenditure Listing
- 4-10. The ship's departmental budget report will show each department head what pertinent information?
1. Balance of money
  2. Requisition numbers
  3. Money left over from prior years
  4. Material needed by the ship
- 4-11. What office will calculate the differences of all received requisitions?
1. Supply
  2. Budget
  3. Administration
  4. Fleet accounting
- 4-12. The ship's departmental budget is prepared what number of times a month?
1. One
  2. Two
  3. Three
  4. Four
- 4-13. Which of the following figures are usually obtained from the OPTAR accounting reports?
1. Actual expenditures of funds received by your ship
  2. Anticipated expenditures of your ship's funds
  3. Total obligations of your ship's funds
  4. Deficiencies of equipage funds
- 4-14. Normally, a senior SK's responsibility for supply returns and reports includes which of the following actions?
1. Reviewing and auditing the documents before submission
  2. Approving the documents before submission to higher authority
  3. Preparing the documents for approval of the supply officer
  4. Assigning qualified persons to prepare and audit the documents to ensure accuracy
- 4-15. The auditing of reports will make sure which of the following requirements is/are met?
1. Reports are correctly prepared
  2. Required supporting documents are attached
  3. Attached supporting documents substantiate amounts reported
  4. All of the above

4-16. The Requisition/OPTAR Log is a primary source document for what reason?

1. It reflects all transactions affecting OPTAR funds
2. It shows all transactions affecting all of a ship's funds
3. It lists all obligations incurred by the ship
4. It is a record of all accounting adjustments affecting OPTAR funds

4-17. The first step in auditing the Requisition/OPTAR Log is to

1. prove each entry in the log
2. total each column of the log
3. obtain a supporting document for each log entry
4. enter the total of all obligations issued during the period being audited and compute the balance

4-18. The Requisition/OPTAR Log is regularly balanced on what days of the month?

1. 1st, 15th, and 30th of the month
2. 1st and last day of the month
3. 15th and last day of the month
4. 10th, 20th, and last day of the month

4-19. What is the balance of the Requisition/OPTAR Log that shows the following column totals?

OPTAR Grant:	\$25,000.00
Cumulative estimated cost of chargeable columns:	\$8,661.43
Cumulative total of difference columns: Plus	\$135.70

1. \$33,525.73
2. \$16,474.27
3. \$8,792.13
4. \$202.87

IN ANSWERING QUESTIONS 4-20 THROUGH 4-22, SELECT THE APPROPRIATE HOLDING FILE FROM COLUMN B FOR EACH TRANSACTION DOCUMENT IN COLUMN A.

A. <u>DOCUMENTS</u>	B. <u>HOLDING FILES</u>
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4-20. FAADC financial listing	1. Holding file 1
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4-21. Copies of requisitions for NSA material	2. Holding file 2
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4-22. Cancellation of obligations

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4-23. Which of the following information is NOT necessary on the Document Transmittal Report?

1. The number of supporting documents for each caption is reported correctly
2. Each caption total is supported by a verified adding machine tape
3. Each document submitted under caption 3 is itemized in the Remarks block
4. The beginning date of the current report is identical to the closing date of the previous report

4-24. While auditing the Document Transmittal Report, you find that the Total Net Money Value figure on the report does not equal the total obtained when balancing the Requisition/OPTAR Log. What action, if any, should you take to correct the difference?

1. Recheck all entries made in the log against documents in holding files 1 and 2 only
2. Recheck all entries made in the log against documents in holding files 1 and 3 only
3. Recheck all entries made in the log against documents in holding files 1, 2, and 3
4. None, NRFC will audit and correct the report

- 4-25. The SEAS system provides various activities with what kind of reports?
1. Computerized
  2. Written
  3. Typed
  4. Message
- 4-26. Under the SEAS management data system, what activity is responsible for repair part deficiencies?
1. NSC San Diego, CA
  2. NSC Norfolk, VA
  3. NSC Puget Sound, WA
  4. NSC Oakland, CA
- 4-27. Which of the following information is provided to ships by the SEAS system?
1. Material deficiencies
  2. Supply readiness
  3. Comparative supply performance
  4. All of the above
- 4-29. The principal source of information for the SEAS system is what activity(ies)?
1. Forces afloat
  2. Naval shipyard
  3. Naval supply center
  4. Inventory control point
- 4-29. The supply officer receives tabulated SEAS reports from what activity or officer?
1. Nearest inventory control point
  2. Nearest naval supply center
  3. Type commander
  4. Ship's parts control center
- 4-30. On board ship you submit all consumption green copies to what individual before sending them to the TYCOM?
1. Commanding officer
  2. 3-M coordinator
  3. Engineer officer
  4. Administrative officer

- 4-31. Consumption of maintenance-related consumables that are considered a repair part by definition is listed in what area of the COSAL?
1. Section A, part I
  2. Section B, part II
  3. Section A, part III
  4. Section B, part IV
- 4-32. When maintenance-related consumables are assigned fund code \_R, which of the following materials qualify?
1. Batteries, dry cell
  2. Bar stocks
  3. Chemicals
  4. Lube oils
- 4-33. The NAVSUP Forms 1250-1 green copies should be reviewed for SEAS data within what maximum number of hours before submittal?
1. 12
  2. 24
  3. 30
  4. 36

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IN ANSWERING QUESTIONS 4-34 THROUGH 4-36, SELECT THE CORRECT DATA ELEMENT FROM COLUMN B FOR EACH TYPE OF LINES IN COLUMN A.

- |       | <u>A. LINES</u>  | <u>B. DATA ELEMENTS</u> |
|-------|------------------|-------------------------|
| 4-34. | Crossed diagonal | 1. MDS data only        |
| 4-35. | Horizontal       | 2. SEAS data only       |
| 4-36. | Vertical         | 3. MDS and SEAS data    |
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- 4-37. At what specific frequency should you submit the SEAS report to your TYCOM?
1. 1st day of each month
  2. 10th, 20th, and last day of the month
  3. 15th and 30th day of the month
  4. 15th and last day of the month

- 4-38. What are the principal sources of data required in the preparation of the Budget/OPTAR Report (BOR)?
1. The balanced Requisition/OPTAR Log and retained copies of the Document Transmittal Report
  2. Retained chargeable consumption data (white copies of the NAVSUP Form 1250-1)
  3. The controlled Equipage Deficiency Excess Report
  4. Retained copies of all cancellations
- 4-39. What section of the BOR is used by the FAADC to substantiate the Document Transmittal Reports received from the ship?
1. E
  2. D
  3. B
  4. A
- 4-40. The BOR for fiscal year 1991 is submitted each month through what date?
1. June 1991
  2. June 1992
  3. Sept 1993
  4. Sept 1994
- 4-41. After a "final" report has been submitted, a BOR is required only to report what information?
1. Obligations that were not previously reported
  2. APA to NSA migrations
  3. Confirmed supply system cancellations
  4. NSA to APA migrations
- 4-42. To determine if your total obligations reported on the transmittals for the month agree with the Requisition/OPTAR Log, you should subtract the total from column 22 of last month's BOR from the total of column 22 of this month's report.
1. True
  2. False
- 4-43. Under what circumstances will a copy of the Budget/OPTAR message report be submitted to the type commander?
1. Only when it contains prior fiscal year data
  2. Only when controlled equipage deficiency data is included in the message
  3. Only when it contains medical/dental open operating data
  4. Under all circumstances
- 4-44. The Budget/OPTAR message report must be submitted no later than what day of each month?
1. Last day of the current month
  2. Second day of the month following the end of the month being reported
  3. Third day of the month following end of the month being reported
  4. Fourth day of the month following the end of the month being reported
- 4-45. The Budget/OPTAR message report should be prepared in what format?
1. Obligation data and columnar headings will correspond to the block headings of the NAVCOMPT Form 2157
  2. Requisition data and columnar headings will correspond to the format of the block headings of the NAVCOMPT Form 2156
  3. Requisition data and columnar headings will correspond to the format of the block headings of the NAVCOMPT Form 2155
  4. Any format deemed appropriate by the sending ship's supply officer
- 4-46. What two types of summaries are used by operating units?
1. C and D
  2. B and D
  3. B and C
  4. A and B

- 4-47. The Summary of Material Receipts/Expenditures, NAVCOMPT Form 176, must be received at FAADC before what day of the month?
1. 1st
  2. 5th
  3. 7th
  4. 10th
- 4-48. What type of summary is used between transferring and receiving UICs with the same appropriation accounting?
1. D
  2. C
  3. B
  4. A
- 4-49. When you submit an A Summary, what activity or official receives the money?
1. Issuing ship
  2. Receiving ship
  3. Squadron
  4. TYCOM
- 4-50. A departmental budget is established at the discretion of what individual or activity?
1. CNO
  2. NAVSUP
  3. Supply officer
  4. TYCOM
- 4-51. When a ship has to use a major budget category report, what officer is responsible for the preparation?
1. Administrative officer
  2. Commanding officer
  3. Supply officer
  4. TYCOM
- 4-52. What report is NOT required by the FLTCOM?
1. SEAS
  2. Departmental budget
  3. BOR
  4. Controlled equipage
- 4-53. At what specific frequency should you prepare the departmental budget report?
1. First day of each month
  2. 15th and last day of the month
  3. 10th, 20th, and last day of the month
  4. End of each month
- 4-54. What department usually does NOT receive any repair part money?
1. Engineering
  2. Supply
  3. Operations
  4. Weapons
- 4-55. What does the term *equipage* refer to?
1. Installed material
  2. Noninstalled and relatively durable material
  3. Material held in stock
  4. Equipment on order
- 4-56. The definition of controlled equipage is material that requires special management control due to it being either essential for protection of life or valuable and easily convertible to personal use.
1. True
  2. False
- 4-57. What listing did the FLTCOMs develop jointly for special inventory control?
1. AEL
  2. APL
  3. CEIL
  4. DIAL

4-58. Aboard ship, the authority to designate additional material as controlled equipage is given to what officer?

1. Supply
2. Operations
3. Executive
4. Commanding

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IN ANSWERING QUESTIONS 4-59 THROUGH 4-62, SELECT THE CUSTODY CODE FROM COLUMN B THAT WOULD CORRESPOND TO THE DEPARTMENT LISTED IN COLUMN A.

<u>A. DEPARTMENTS</u>	<u>B. CUSTODY CODES</u>
4-59. Weapons	1. M
4-60. Medical/dental	2. O
4-61. Supply	3. U
4-62. Operations	4. W

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4-63. What activity or official partially fills out the custody card and forwards it to the ship?

1. NAVSUP
2. TYCOM
3. SPCC
4. FMS

4-64. When you prepare a NAVSUP Form 306 for controlled equipage, what copy(ies) is/are retained by the supply officer?

1. Original only
2. Original and one duplicate only
3. Original and two duplicates only
4. Original and all duplicates

4-63. When you prepare a NAVSUP Form 306, which of the following information should be used to fill out the card?

1. Responsible department
2. Allowance quantity
3. Unit price
4. All of the above

4-66. Upon receipt of an equipage item for a department, what officer is required to sign?

1. Commanding
2. Department
3. Executive
4. Supply

4-67. Annual inventory of equipage material is completed on what date?

1. 15 February
2. 1 March
3. 15 March
4. 31 March

4-68. A departmental equipage inventory must be taken under what circumstances?

1. Relief of department head
2. Missing item
3. Receipt of new item
4. Change of division officer

4-69. Departments should be notified of the upcoming equipage inventory what minimum number of weeks in advance?

1. 1
2. 2
3. 3
4. 4

4-70. When the inventory is being held, what person signs the duplicate equipage cards?

1. Person conducting inventory
2. Division officer
3. Department head
4. Leading chief

4-71. When the inventory is completed, what must be submitted to the commanding officer?

1. Memo
2. Verbal report
3. Speedletter
4. Letter

4-72. What report is required to be submitted to the TYCOM for controlled equipage?

1. Additions
2. Money values
3. Deficiency/excess
4. Total quantities

4-73. Title 10 U.S. Code, section 7221, authorizes what individual to accept and care for presentation silver?

1. Commanding officer
2. Secretary of the Navy
3. Supply officer
4. Secretary of Defense

4-74. What kind of information will be entered on an equipage card for presentation silver?

1. Name of buyer
2. Expenditure number
3. Name of donor
4. Date of disposal

4-75. The inventory of presentation silver should be held at the same time as what other type of material?

1. Controlled equipage
2. SIM
3. DLR
4. Repair parts